

Custodial, Labor and Trades Branch  
Equipment Operation Group  
Coach Operation Series

**COACH OPERATOR TRAINEE**

03/95

*Summary*

Under immediate supervision, receives classroom and field training in the operation of passenger buses; performs related duties as required.

*Typical Duties*

Attends classroom lectures and receives field training in the features, functions, maintenance and operation of passenger coaches, departmental rules, regulations, policies and procedures, traffic laws, rules and regulations; receives training in emergency procedures and two-way radio operation; learns routes, schedules, public contact policies and proper handling of passengers.

*Minimum Qualifications*

Training and Experience: Completion of the tenth grade (high school diploma preferred) and two years general work experience involving public contact; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the mechanics involved in the operation of a motor vehicle; good knowledge of Texas traffic laws, rules and regulations; some knowledge of the geography of the City.

Ability to understand oral and written instructions; ability to follow classroom and field training; ability to establish and maintain effective working relationships with fellow trainees and instructors.

Skill in the operation of a motor vehicle.

Licenses and Certificates: Texas Class "C" Driver's License; successful completion of the Texas "B" written exam prior to appointment.

Special Requirements: Must be 21 years of age upon successful completion of training; must pass background investigation and physical examination, which includes drug screening; must pass Texas Class "B" Driver's License exam upon completion of training; must attend and successfully complete all training sessions. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulation, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

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Director of Personnel

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Department Head